

County of Bernalillo

State of New Mexico

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Purchasing Department

ONE CIVIC PLAZA, N.W.
ALBUQUERQUE, NM 87102
(505) 468-7013
FAX (505) 468-7067

April 19, 2010

TO: All Prospective Offerors
FROM: Dinah Esquivel, Purchasing Manager
Bernalillo County Purchasing Department
RE: Request for Proposals ("RFP") #33-10-DE
Technical Assistance Services

On behalf of the Bernalillo County Clerk's Office, the Purchasing Department is soliciting proposals from Offerors to provide the County Clerk with technical assistance services in the areas of Recording, matters pertaining to Elections, and other aspects of the Clerk's Office on as-needed basis.

For registered vendors, pertinent RFP information, including further details on the scope of services to be performed, the proposed contract document and any issued addendums pertaining to this procurement, documents can be downloaded through the purchasing website at no cost. For vendors who are not registered, we encourage interested parties to register through the County's purchasing website, www.bernco.gov/purchasing to have the ability to download the RFP document and any issued addendums immediately following registration. Vendors that are not registered will pay .50 cents per page for RFP copies. Vendors are also welcome to contact Jacque Little at (505) 468-7387 for assistance in the on-line registration or to request a hard copy of the document.

A non-mandatory, pre-proposal, conference will be held on April 29, 2010 at 10:00 a.m., Mountain Daylight Time (MDT), at One Civic Plaza NW, Conference Room B, Albuquerque, New Mexico. Written questions prior to the pre-proposal are preferred. These will be accepted by fax (505) 468-7067, or by e-mail, desquivel@bernco.gov.

Sealed submittals for the referenced proposal must be addressed and delivered no later than 4:00 p.m. (MDT) on May 13, 2010 to the Purchasing Department, One Civic Plaza, 10th Floor, Room 10010, Albuquerque, NM 87102. Sealed submittals will be date and time stamped upon receipt. Delivery of proposals is the sole responsibility of the Offeror.

xc: File – RFP #33-10-DE